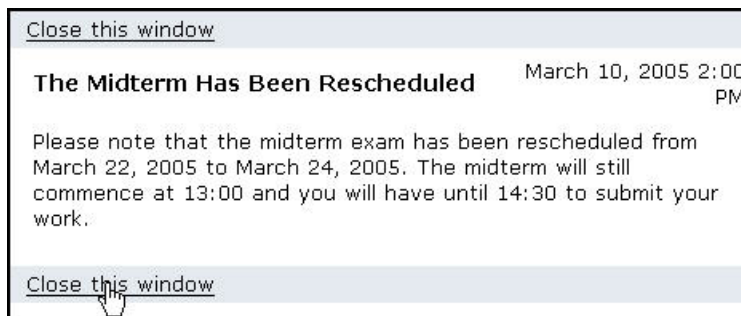




Vista: Announcements

You can use the Announcements tool to create and send course-wide notices to students and other section members. Section members can access announcements from the Course Menu. You can also deliver announcements as pop-up messages that appear when students log in to a course.



Student View of an Announcement

Announcements Tool By Tab	
Build	From both the Build and Teach tabs, you can:
Teach	
	<ul style="list-style-type: none">• Create announcements.• Edit announcements that haven't been sent.• Preview announcements.• Delete announcements.

Creating Announcements

When you create an announcement, you select roles that will receive the announcement, the delivery date, and whether the announcement will appear as a pop-up message.

⇒ To create an announcement:

1. Under Course Tools, click **Announcements**. The Announcements screen appears.
2. Click **Create Announcement**. The Create Announcement screen appears.
3. Enter a title that identifies and summarizes the announcement.
4. In the Message text box, enter the body of the announcement.
5. Under *Recipients*, select each role you want to receive the announcement.
6. Under *Delivery Dates*, select a date and time to start and end displaying the announcement.
7. If you want the announcement to appear as a pop-up message when individuals log in to the course, select *Also deliver as a pop-up message*.
8. Click **Send**. The announcement is created and delivered to the selected roles on the delivery dates.

